

CITY OF NEWPORT - TASK 3.03 WORK ORDER FY2016 TECHNICAL ASSISTANCE SERVICES



PREPARED FOR: CITY OF NEWPORT, OREGON - PUBLIC WORKS DEPARTMENT
 PREPARED BY: TIA A. CAVENDER, MA, GPC, PRESIDENT, CHASE PARK GRANTS
 DATE SUBMITTED: APRIL 1, 2015

SUMMARY

Since July 2012, the City of Newport (City) and Chase Park Grants (Chase Park) have partnered to identify and implement a series of creative strategies for external funding to help pay for capital and infrastructure projects. The resulting Strategic Funding Plan has subsequently helped the City secure nearly \$11M in grants and low-interest loans.

In addition to the Grants Services outlined in Exhibit A – Scope of Work, Chase Park will work with the City to further advance its funding strategy in FY2016 to help pay for planned capital and infrastructure projects. Based on prior research and experience, we are targeting funding in the following areas:

- Wastewater/Sanitary Sewer Infrastructure (Task 3.01)
- Storm Sewer Infrastructure (Task 3.02)
- Public Facilities (Task 3.03)
- Water Supply and Storage (Task 3.04)
- Water Quality Improvement (Task 3.05)

GENERAL SCOPE

For all Task 3 pursuits, Chase Park will conduct comprehensive research into specific grant programs, help establish and cultivate relationships with funding agencies, identify new funding strategies for upcoming projects, and provide technical assistance, writing, and project management services to advance the City's efforts to obtain external funding for specific capital and infrastructure projects. Specific responsibilities and deliverables are detailed in the individual scopes of work for each task order. The table below summarizes the anticipated cost and expense for each task order.

Task No.	Funding Pursuit	Labor	Expenses	Total FYE2016
3.01 Wastewater Projects (\$36,650 Subtotal)				
3.01.01	Strategic Planning for Wastewater Projects	\$7,400	\$0	\$7,400
3.01.02	CWSRF for Point Source Projects	\$27,750	\$1,500	\$29,250
3.02 Storm Water Projects (\$38,850 Subtotal)				
3.02.01	Strategic Planning for Storm Water Projects	\$11,100	\$0	\$11,100
3.02.02	CWSRF for Nonpoint Source Projects	\$27,750	\$0	\$27,750
3.03 Facilities Projects (\$7,400 Subtotal)				

3.03.01	Grant Administration & Reporting Requirements (Seismic Retrofit Grant)	\$7,400	\$0	\$7,400
3.04 Water Supply Projects (\$145,500 Subtotal)				
3.04.01	Strategic Planning for Water Supply Projects	\$18,500	\$10,000	\$28,500
3.04.02	SB 839 Water Supply Development Grant	\$33,300	\$1,500	\$34,800
3.04.03	WaterSMART Water & Energy Efficiency Grant for Flow Meters / SCADA Equipment	\$40,700	\$3,000	\$43,700
3.04.04	CWSRF Drinking Water Program for Big Creek	\$37,000	\$1,500	\$38,500
3.05 Water Quality Projects (\$129,550 Subtotal)				
3.05.01	Strategic Grants Planning for Water Quality & NPS Projects	\$14,800	\$0	\$14,800
3.05.02	OPRD Local Gov't Parks & Rec Grant (Sam Moore Park)	\$40,700	\$13,000	\$53,700
3.05.03	OPRD Land & Water Conservation Fund (Sam Moore Creek)	\$33,300	\$0	\$33,300
3.05.04	OPRD Rivers & Trails Program (Sam Moore Creek & Trails Connections)	\$27,750	\$0	\$27,750
	Total Task 3 for FYE2016	\$327,450	\$30,500	\$357,950

ASSUMPTIONS

The following task order descriptions represent the *current* strategic funding plan for each task order, and the corresponding cost-of-services is based on this plan. In the event that an identified funding opportunity cannot or should not be pursued, Chase Park will work to identify other funding prospects for that project or other projects more appropriate for the identified funding prospect. In addition, new opportunities for funding may be identified during the course of implementing Task 3 activities, which could supplant the current planned pursuits.

Any delay in submitting, or decision not to submit, an application to the funding agency after the work has been completed will not affect the terms of this Agreement, including the fee for services.

TASK ORDER NO. 3.03

TECHNICAL ASSISTANCE – FACILITIES & GENERAL FUND PROJECTS

OBJECTIVE

Provide grant administration and fulfill grant reporting requirements for the Oregon Infrastructure Finance Authority's (IFA) Seismic Retrofit Grant award.

APPROACH

- Provide guidance to City staff about post-award grant administration issues
- Create tools and provide resources for post-award grant administration and reporting requirements.
- Help establish reporting protocols for City staff, and train staff on reporting standards for each funding agency.
- Correspond with funding agency regarding technical questions and reporting requirements.
- Identify stewardship opportunities that cultivate the City's relationship with funding agencies.

DELIVERABLES

- Grant reporting templates, protocols and tracking tools.

CITY INVOLVEMENT

- The City will provide staff from the Public Works Department and the Finance Department to supply City information and back-up documentation.
- At least one City employee will be trained on post-award reporting requirements for each grant or loan.
- After City staff are trained on the post-award protocols, the City will manage the grant administration and reporting requirements independently, but with support from Chase Park when needed.

PROJECT SCHEDULE

This work order spans the City's 2015 fiscal year – beginning July 1, 2014 and ending June 30, 2015. The timeline of activities will vary depending on the funding agency requirements, project deadlines, and City staff availability.

COST OF SERVICES

We expect to use 40 consultant team hours to conduct the work as described in this scope. Based on a consultant team rate of \$185/hour, the cost to conduct the work in this scope is \$7,400. Work and expenses will be invoiced monthly, based on a time and materials basis.

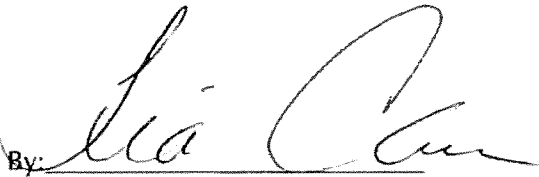
CONSULTANT:

CITY OF NEWPORT:

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Task 3 Work Orders FY2015

By:



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Date: 08-10-15

